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Manual for Michigan State Documents Depository Libraries
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INTRODUCTION AND ACKNOWLEDGMENTS

Manual for Michigan State Documents Depository Libraries contains information about the Michigan Documents Depository Library Program as administered by the Library of Michigan, a brief history of the program, the types of publications distributed, and guidance on handling and processing depository shipments. Collection development and resources for public services are covered as well. The *Manual* should be used as an overview for all documents staff in Michigan involved with acquisitions, technical and public services for Michigan depository documents.

Depository Librarian Ann Marie Sanders edited the second edition of the *Manual*, with significant input from the following Library of Michigan staff: Bernadette Bartlett, Susan Smith, Kris Rzepczynski and Kimberly Laird. Shawn Nicholson of Michigan State University, January Wagner and Paula Kaczmarek of the Detroit Public Library provided field comments on this second edition.

THE HISTORY OF THE MICHIGAN DOCUMENTS DEPOSITORY LIBRARY PROGRAM

The state of Michigan has a long history in preserving the deliberations of its elected and appointed officials. Prior to statehood, the Legislative Council passed a resolution in 1829 directing the deposit of thirty copies of the laws and journals of Council sessions in the Legislative Council Library. In 1836, the Library was placed under the Secretary of State with "all public documents and records of the territorial government" to be filed there.

In 1840, the Secretary of State was authorized to give all library societies and institutes one copy of all state laws, journals and documents since statehood and each year following. However, the 1840s brought hard times to Michigan, and the joint resolution was repealed in 1842 due to the financial burden. The foreign exchange of documents was more successful in gaining legislative support. From 1844 to 1849, Michigan participated in the International Literary Exchange program based in Paris. During that era, documents were also occasionally sent to the British Museum.

It was not until 1859 that another state institution was designated to receive Michigan documents. In that year, monies were appropriated which authorized the State Librarian to send duplicates of the library's materials to the new Michigan Agricultural College (now Michigan State University). Although no specific states or institutions can be identified from reports and appropriations over the next thirty years, spotty documentation exists that suggests the state library was diligent in exchanging and depositing legislative, executive, and even Supreme Court Reports, within the state and with other states.

Until 1895 the Michigan State Library served as a library exclusively for the legislature. Public Act 28 of 1895 provided for the day-to-day management of the Michigan State Library and enhanced certain functions performed by the agency, including authorizing the state librarian to "exchange judicial decisions, statutes, journals, legislative and executive documents of Michigan, and other books placed in the care of the State Librarian for the purpose of exchange with the libraries of other states and the government of the United States." Under this broad wording, copies of state government publications were deposited at the Library of Congress and libraries throughout Michigan.

In February 1951 a catastrophic fire struck the Michigan State Office Building on the corner of Walnut and Kalamazoo streets. The Michigan State Office Building housed the State Library, in addition to many other agencies. The fire, which burned for 50 hours in sub-zero temperatures, required some 25,000,000 gallons of water to extinguish. Extensive damage was done to the library's collections, particularly reference materials in the state and federal documents collections. As a result, the Library of Michigan is still actively collecting both Michigan state documents and Federal documents material in an effort to close gaps in the historical collection.

By 1966 there were some 100 libraries (public, academic, school and a few out-of-state institutions) receiving documents from the state library. At that time libraries chose the state departments from which they wished to receive publications, and the Michigan State Library sent

letters and made calls to agencies to get the requisite number. This arrangement created a substantial administrative burden for the state library. Following the development of the Michigan Documents Classification Scheme in 1967, the entire program underwent a thorough review to streamline the collection and distribution process.

Depository libraries still participating in the program in 1969 were polled to see if they wished to remain in the system. Since some elected to withdraw, other libraries, particularly the public academic institutions, were approached and encouraged to join the program in order to fulfill the criteria that no citizen should be more than one hour (or sixty miles) away from a depository library. Newly formed public library cooperatives were also designated in order to build on the cooperative network of public information. At the end of this process, 48 Michigan libraries were designated as state documents depositories.

A decade later it became clear that a depository statute would assist the acquisition of material for the program. In 1976, legislation was introduced in the Michigan House of Representatives, which confirmed certain aspects of the depository program already in place. Public Act 367 of 1976, introduced in September and signed into law on 23 December 1976, strengthened the program's distribution component by requiring that "each state official, state department, state board, state commission, and state agency which issues or publishes a public document [to] furnish the state library a minimum of 75 copies of each document." Colleges and state universities were required to deposit two copies of their publications with the state library.

The act also continued the exchange program between Michigan and other states first established in 1895 and affirmed the designation of depository libraries in Michigan, specifying the inclusion of state university libraries and selected public, school and college libraries. Libraries already involved in the program could retain their depository designation if they agreed to make the documents accessible to citizens of the state without charge. The law further required the state library to keep one copy as a "permanent reference copy" and to continue to deposit one copy with the Library of Congress. The order of distribution to the depository libraries was also established at this time, based upon a priority ranking of those libraries able to provide the most service to the largest number of citizens.

Public Act 367 of 1976 also required the preparation and issuance of quarterly and annual checklists of public documents. This practice continues today as described in the sections about the checklist but is altered by the availability of electronic databases.

In 1983, the Library of Michigan was established under Public Act 540 of 1982. The law retained the language regarding the library as the depository for public documents and as the administrator of the state depository program while placing the library under the authority of the Legislative Council. The law also codified the modern-day functions of the state library agency and cited many of the duties and responsibilities of the State Librarian.

In 2001, the Legislature enacted Public Act 62 of 2001. This legislation moved the Library of Michigan from the legislative branch to the newly formed Department of History, Arts, and Libraries under the Executive branch. Section 9, regarding the depository library program, remained largely untouched under this revision. While the statute requires that agencies deposit

75 copies of publications with the library for distribution, the Library is able to complete distribution with only 65 copies and typically only requests that many. It is under this legislation that the program operates today. Copies of the various public acts that outline the depository program are included in Appendix A of this manual.

ADMINISTRATION OF THE MICHIGAN DOCUMENTS DEPOSITORY LIBRARY PROGRAM at THE LIBRARY OF MICHIGAN

The Library of Michigan is the permanent repository for the Michigan documents under the depository library program. Its collections contain territorial, state, executive, and legislative publications dating back to 1805. The current law pertaining to state produced documents requires that each state agency deposit 75 copies of any document printed for public distribution. Ideally, the issuing agency automatically sends copies of its publications to the Library of Michigan as soon as they are printed. In practice, the Documents staff at the Library of Michigan is proactive in pursuing these valuable materials, by contacting agencies, scanning departmental newsletters for notices of publication, and conducting follow-up research on any un-owned titles requested by libraries and patrons. Visits to state agencies to promote awareness of the depository program are also conducted on an ongoing basis.

Out of the 65 copies currently requested, the first three copies of all titles received for depository distribution are placed in the Library of Michigan. The Official Collection (first or single copy received) contains copies of any and all editions of a title and does not circulate. The Circulating Collection contains the second and third copies, and these copies may be borrowed by any citizen or loaned to any library through interlibrary loan. The Public Services Division of the Library of Michigan provides reference services to state government and the citizens of Michigan. Titles may be verified through ANSWER, the Library's online catalog, through OCLC, or by contacting Library of Michigan staff.

Although the Library of Michigan's Law Library is not officially a depository library, it collects administrative decisions from several state agencies. The Michigan Tax Tribunal Opinions and the Michigan Civil Rights Commission Decisions are examples of material collected. The Law Library draws on these special materials to respond to queries from all Michigan libraries.

The Library of Michigan's Technical Services Division is responsible for a number of functions related to the operations of the Michigan documents depository library system. The Documents team solicits, receives and distributes publications to libraries, prepares shipping lists, affixes special notes and responds to claims. Assignment of classification numbers and creation of MARC cataloging records are performed by the Cataloging section. Full MARC records for Michigan documents are added to ANSWER and to OCLC and the OCLC numbers for the bibliographic records are added to the shipping list. Although there is no officially designated source for the cataloging of Michigan documents, as most titles are received at the Library of Michigan first, the Library does virtually all cataloging. The section, "Overview of Michigan Documents On Answer" at Appendix B, gives a full explanation of what one can expect to locate in ANSWER and in OCLC.

Documents staff also prepares the *Michigan Documents* checklist, which first began in 1952. This tool lists all of the publications of state government agencies received at the Library of Michigan during the stated reporting period. Published quarterly until 1995 with annual cumulations, the checklist is now an interactive service offered through the Library of

Michigan's web site, <http://www.libraryofmichigan.org>. The checklist is updated monthly with annual printed cumulations each year. For a complete listing and historical perspective for this publication see the section Michigan Documents Reference Sources in this manual.

The Library of Michigan is empowered to promulgate the rules and regulations of the Michigan Documents Depository Library Program. The Depository Librarian is responsible for this function and also interprets and revises the "Procedures for the Michigan Documents Depository Libraries," which is included in this manual. The Depository Librarian also provides technical support by visiting depository libraries, conducting orientations for new document coordinators, planning periodic continuing education programs for depository library staff, and authorizing off-site housing of Michigan documents.

The Library of Michigan Depository Library Services Directory is distributed with the *Manual* as a separate item and is also available through the Library of Michigan web site at <http://www.libraryofmichigan.org/services/deplibserv.html>. The *Depository Library Services Directory* is arranged by type of service and can be used when contacting the Library of Michigan by telephone or electronic mail. The *Directory* is updated periodically and each revision is then sent to all depository libraries.

REQUIREMENTS OF MICHIGAN DOCUMENTS DEPOSITORY LIBRARIES

The Michigan documents depository library network is designed to make Michigan government publications readily accessible to all citizens of Michigan. Regular distribution of Michigan documents by the Library of Michigan to designated document depository libraries and publication of the *Michigan Documents* checklist are the primary methods of accomplishing this goal. The following delineates the protocols that must be followed to satisfy the criteria for being a Michigan Documents depository library.

Libraries that are designated depository libraries are expected to:

- I. Receive, house, and provide public service for Michigan documents for a minimum of five years from the date of receipt.
- II. Provide convenient public access to documents at no charge.
- III. Implement loan and interlibrary loan procedures to ensure availability of documents.
- IV. Promote the use of Michigan documents to the public.
- V. Designate a permanent staff member as Michigan Documents contact and coordinator.

To achieve these ends, the following protocols are established:

I. Documents Access and Organization

All Michigan Document depository libraries will be open to the public for the free use of depository publications. Each depository library shall organize its collection of Michigan documents to ensure easy identification, access and service to state publications. Inclusion of Michigan documents in the library's online catalog is highly recommended. A separate Michigan Documents Collection is recommended only if the library does not or cannot include all Michigan documents in its catalog. Libraries that include only a portion of Michigan documents in their catalog may wish to utilize a vertical file-type arrangement to provide access to the remaining documents in the collection. Depository libraries are not required to use any specific arrangement or system of classification for state documents. The Library of Michigan uses the Library of Congress classification system to catalog its Michigan documents collections. The Library provides access to its collections through its online catalog (ANSWER), OCLC, and also publishes the *Michigan Documents* checklist to aid in access to state government information. In the past, the Library of Michigan utilized a Michigan Documents classification scheme, which is no longer in use. Information regarding the Michigan Documents classification is available in the first edition of this manual.

II. Documents Acquisition and Retention

All non-permanent Michigan documents depository libraries will retain all depository documents for a minimum of five years from the date of receipt, with the exception of duplicates, superseded titles and ephemera. Ephemeral items are identified on the shipping list included in each package of Michigan documents received by a depository library. The permanent Michigan

documents depository libraries at the University of Michigan, Wayne State University, Detroit Public Library, and Michigan State University, retain all depository documents permanently with the exception of duplicates or superseded titles. As the repository for Michigan documents, the Library of Michigan permanently retains Michigan documents in the Official Collection.

III. Loaning Documents

Depository libraries will establish circulation and interlibrary loan policies that ensure wide access to state documents and are consistent with their procedures for other materials. Cooperative library headquarters have a particular responsibility to make documents available on loan to member libraries.

IV. Promotion of the Use of Documents to the Community

The single most effective method of promotion for state documents is to include the documents in the library's online catalog. Depository libraries are also expected to promote the use of state documents by using them to respond to reference queries, and it may be useful to issue reading lists of important documents in high interest areas. Efforts should be made to increase the visibility of the depository materials by including them in publications and in announcements that promote the library and its other resources.

V. Staffing

One person on the permanent staff of each depository library will be designated as the coordinator for Michigan documents reference and correspondence. If staff responsibilities change, the Library of Michigan must be promptly informed of the new coordinator's name and contact information.

PROFILES AND CATEGORIES OF DEPOSITORY LIBRARIES

Repository

The Library of Michigan is the repository for state agency publications and therefore maintains Official and Circulating Collections. The Official Collection dates back to pre-statehood with the earliest recorded document published in 1805. All editions in the Official Collection are retained permanently and do not circulate in order to satisfy preservation concerns and to insure that a copy is always available. Items from the Circulating Collection may be borrowed by anyone with a valid Library of Michigan circulation card or may be requested through interlibrary loan.

Designation of Depository Libraries in Michigan

The State Librarian designates depository libraries, on the recommendation of the Depository Librarian. Presently, 52 depository library designations are authorized for the Program, and all designations are filled. Those 52 are comprised of the Library of Congress, 32 public libraries, 17 academic institutions, 1 law library, and 1 cooperative library. The Library of Michigan attempts to keep all designations filled, in order to fully serve the citizens of the State of Michigan. A list of the state documents depositories may be found in Appendix C. This listing is also maintained on the Library of Michigan web site at <http://www.libraryofmichigan.org/services/midoclibs.html> and is updated annually in the *Directory of Michigan Libraries*.

Should a library wish to leave the depository program, it must contact the Depository Librarian at the Library of Michigan. Often, libraries re-consider their depository status and choose to remain in the program after receiving further training and assistance from Library of Michigan staff. In addition, relinquishing depository status requires the approval of the State Librarian and that arrangement be made for the retention and/or transfer of depository materials to a new location.

Categories of Depositories

The depositories are divided into two categories: regular and permanent depository libraries. Regular depository libraries may discard duplicates, superseded titles, any titles defined as ephemeral by the Library of Michigan, and material held for five years after the date of receipt.

Collections at the four major research libraries, Detroit Public Library, the University of Michigan Hatcher Library, Michigan State University Libraries and Wayne State University's Purdy Library, are designated as permanent depository libraries and, as such, are required to permanently retain items. Permanent depository libraries may discard any duplicates or superseded titles upon receipt.

Depositories Outside of Michigan - Past and Present

The exchange of documents with other states and countries has undergone many changes over the last century and a half. In the past, the Library of Michigan honored exchange arrangements with nearly all of the states, and with national libraries in France, Japan and Great Britain. The Library of Michigan also participates in the exchange of specific titles with a number of state libraries and state law libraries, but does not receive full depository shipments from any other state. The state library agencies of Indiana, Illinois, Ohio and Wisconsin receive full Michigan depository shipments. These agencies are located at the end of the order of distribution, in order to ensure that Michigan depositories receive priority in receiving any material that is available in limited quantity.

The Library of Congress is one of the oldest depositories for Michigan government publications and is sent the fourth copy of any title received for depository distribution at the Library of Michigan, in accordance with the depository statute.

For many years, the Center for Research Libraries (CRL) in Chicago was the depository for state publications from all of the fifty states. In June 1990, CRL notified state documents distribution sources that it would no longer be able to serve in that capacity. A limited number of retrospective materials are still held by CRL and are available for interlibrary loan. Other institutions that have received Michigan documents in the past include state library agencies in California, Pennsylvania, and New York and academic institutions in California and Ohio. A Michigan library, preferably in a rural or underserved area, replaces any out-of-state institution that chooses to stop receiving Michigan documents.

DISTRIBUTION TO DEPOSITORY LIBRARIES

Procedures at the Library of Michigan

Many state agencies voluntarily cooperate with the requirement to forward copies of their publications to the Library of Michigan for depository distribution. Other agencies must be made aware of the law or reminded of the requirement. Library of Michigan staff call or write agencies whose publications are not routinely submitted for the depository library program. These calls or letters are usually the result of the Library staff learning about a new title through newspaper articles, patron or library requests or agency newsletters. Depository libraries are encouraged to assist the Library of Michigan in its collection development efforts by alerting Michigan documents staff of titles that have not been added to the depository system. These notices may be e-mailed, phoned or faxed to the Library of Michigan using the *Depository Library Services Directory*.

When a shipment of state agency publications arrives at the Library of Michigan, three copies are added to the Library's collections. Boxes for each of the depository libraries are filled, following the priority distribution as listed in Appendix C. The Documents staff then develop a shipping list, reflecting the title, classification number, OCLC record number, and number of copies available for distribution. The shipping list is enclosed in each box, labels are affixed, and the boxes are sealed and posted. If enough copies of a title have arrived for full distribution, at least three copies are held to respond to claims.

Depository Publications: Background Information

In general, any publication printed in multiple copies by an agency that is intended for distribution beyond the issuing agency is covered by the depository requirement. This includes annual reports, general information publications (monographs), statistical publications, bibliographies, maps, posters, periodicals, and manuals. Where applicable, transmittals and supplements are also included in the program. Although less frequently prepared for public distribution, commission reports, weekly summaries and conference papers may also be supplied for the depository program. If published, legislative committee reports and committee hearings are eligible for depository distribution.

Some titles are required by law to be distributed free to specific types of users. Michigan's Department of Management and Budget (DMB) handles distribution of such material. Through this arrangement, the Library of Michigan receives a set number of copies to add to its collections and to send to depository libraries. After all distribution required by law is made, DMB is required to sell all remaining copies and cannot supply additional gratis copies to the depositories. The *Michigan Manual* is an example of this type of publication.

Non-Depository Publications

Not all documents created by state agencies are made available for distribution through the Michigan Documents Depository Library Program. A publication titled *Management and*

Preservation of Michigan Government Information, jointly produced by the Library of Michigan and the State Archives of Michigan, provides further information to state agencies and other interested parties as to what types of material are included in the program. This publication is also available via the Library of Michigan web site at <http://www.libraryofmichigan.org/binary/preservation.pdf>.

Exceptions To The Distribution Of Material

There are some Michigan documents that are exceptions to the depository system and are not distributed to depositories. Some material such as memoranda, forms and applications are not collected nor distributed via the depository system at all. Most press releases, periodicals for state agency staff and meeting minutes are acquired and retained in the Library of Michigan's collections, but are not distributed to depositories. Some are available for borrowing through interlibrary loan.

About 100 audit reports are printed each year for wide distribution to citizens. In 1986, several depository libraries indicated a desire to have these materials deleted from the program. As a result, copies of the audit reports were reduced to the number of copies sufficient for the Library of Michigan collections and the Library of Congress. These reports appear on shipping lists and in the Michigan Documents checklist. Libraries may contact the Auditor General directly to obtain copies of the reports they deem useful for their clientele or borrow them from the Library of Michigan's Circulating Collection.

Agencies will often compile laws that pertain to their functions or that impact on the agency's clientele. The cost of reprinting text from the *Michigan Compiled Laws* must be recovered by the issuing agency. The Publications Office of the Michigan Department of Management and Budget sells these compilations, which are considered for the depository program on an individual basis. Contact the Library of Michigan staff to determine the depository status of needed publications.

Library of Michigan Policy for Partial Distribution

As mentioned above, the first three copies of a title are placed in the Library of Michigan collections. The remaining copies are distributed on a priority basis to the depository libraries until the supply is exhausted. The list of depository libraries is in Appendix C. The Library of Michigan is not authorized to purchase or photocopy/reproduce publications to fill-in inadequate supplies for distribution.

The Depository Program relies upon state agencies to comply with the legal mandates of PA 62 2001 to send copies of public documents for depository distribution. Most agencies make every effort to comply with this requirement. Some send more than 65 copies; others are unable to comply and send what they can. Hardbound, multi-colored titles are often expensive to produce and, therefore, are printed and distributed in very limited quantities. If an agency fails to include the depository program in its initial printing, the agency's supply might be depleted during follow-up, yielding only a few copies to share between the Library of Michigan collections and the depository libraries.

Some executive agencies choose to distribute certain publications directly to all libraries. If reported to the Library of Michigan, these publications are listed on the shipping list but marked as mailed under separate cover. Those agencies might also send copies to the Library of Michigan for the Michigan Documents Depository Library Program. In that case, a depository library could receive more than one copy. Depository libraries only need to keep one copy of these publications, after reviewing to make sure one copy is not a newly revised edition.

Non-Governmental Publications

Agencies and organizations will occasionally contact the Library of Michigan and request that a commercially or cooperatively published title be sent to depository libraries. Usually these publications relate in some way to Michigan activities and are frequently high quality materials. For those reasons, it is practical to include them in the depository shipments. A note on the shipping list brings these titles to the attention of depository librarians and indicates that the material may be kept according to the receiving library's collection development policy.

Publications in Electronic Format

The Library of Michigan is investigating the issues surrounding electronic documents and will continue to keep our depository libraries informed as developments arise. A list of state agency web sites is included in Appendix D.

LEGISLATIVE DISTRIBUTION SYSTEM

The Legislative Distribution System was established by the Legislative Service Bureau and is continued by the Library of Michigan in a spirit of cooperation with the participating libraries. Distribution of legislative materials to depository libraries is not mandated by the depository sections of the Library of Michigan enabling legislation, but is undertaken to assist those libraries in the system in fulfilling their missions. The following libraries are designated for legislative distribution: the Detroit Public Library, University of Detroit Mercy School of Law Library, and the University of Michigan Law Library. Directory information for the legislative depository libraries appears in Appendix C. No other libraries are eligible for inclusion in this program.

Procedure at the Library of Michigan

The Legislative Document Room maintains a box labeled for the Library of Michigan. Paper copies of House and Senate Bills, House and Senate Enrolled Bills, House and Senate Bill Analyses, Daily and Final Status of Bills, and House and Senate Journals are placed in the box by the Document Room staff. Each day a Library of Michigan courier goes to the Legislative Document Room to retrieve the materials.

These copies are then distributed between the Library of Michigan's Michigan documents collections, the Law Library, and the participating depository libraries. Documents staff perform distribution and mailing functions.

Access for Other Libraries

Other libraries wishing to receive paper copies of current specific bills, enrolled bills, public acts, daily journals, calendars or bill analyses should contact the Legislative Document Room, North Capitol Annex, P.O. Box 30036, Lansing, MI 48909-7536, 517-373-0169. One copy of any requested item will be mailed free to the requester. The Legislative Document Room is unable to fax copies of these materials. Online access to the full text of these materials is available at the legislative information web site, <http://www.michiganlegislature.org>.

A subscription to paper copies of these publications is known as a "rental box" and may be established with the Legislative Document Room. Setting up a rental box requires the subscriber to make private arrangements to pick up items placed in the box. The Legislative Document Room does not mail subscription titles to the subscriber. The Library of Michigan cannot provide pick-up and mailing services for subscribers.

GUIDELINES FOR MANAGING A MICHIGAN DOCUMENTS DEPOSITORY

The following procedures are recommended best practices. Individual libraries may wish to modify them according to their own needs and processes. Library of Michigan staff are happy to provide interpretations and assistance in developing any individual library's procedures for handling Michigan documents. Procedures covered include: Check-in of received materials, shelving, binding, cataloging information, and the disposal and weeding of documents.

TECHNICAL PROCESSING

Check-in Procedures

1. Receive and open the depository shipment and shipping list.
2. Stamp the shipping list with today's date. See Appendix E for further information on shipping lists.
3. Locate items on shipping list by matching the title of the documents in the shipment and place a check mark beside each title on the Shipping List to denote receipt.
4. Record Library of Congress classification number or other class scheme of your choice on the cover or on the title page.
5. Stamp each document with depository date stamp.
6. Security strip all documents which meet the depository library's regular tattle-taping procedure.
7. Loose-leaf publications should be secured with string, metal brackets or placed in binders.
8. Record the number of documents received in accordance with local practice.
9. Check in or catalog documents as appropriate to local practices whether in online catalog, on cards in a shelf list or entry in a database. Minimal-level records for all titles received should include call number, issuing agency, title, frequency, location, routing instructions, and binding information.
10. Make any corrections as instructed on shipping lists. A representative sample of notes appears in Appendix E.
11. Claim any item missing from shipment (refer to the following section on "Claims").
12. Retain shipping lists in chronological order for one year.

Shelving

Libraries may choose to use the Library of Congress classification provided to shelve some or all of the depository documents. They may also use another scheme such as Dewey or a locally devised system of classification.

Binding

The binding of Michigan documents should follow the regular binding procedure of the holding library for other materials.

Cataloging

Libraries are encouraged to fully catalog as many Michigan documents as possible, since cataloging increases visibility and use of the material. Documents selected for full cataloging should follow AACR2 guidelines. Full cataloging is available for all depository titles in OCLC.

Since 1995, the Library of Michigan has fully cataloged all new Michigan documents received in ANSWER and OCLC. Prior to this date, full cataloging of Michigan documents was sporadic and inconsistent. To correct this, the Library of Michigan has undertaken several projects to retrospectively catalog and reclassify all of its Michigan documents holdings. A description of the scope and status of these projects is available in Appendix B.

Disposal and Weeding of Documents

Ephemeral publications so designated on the depository shipping list and duplicates may be disposed of upon receipt by regular depository libraries according to the library's collection development policy. Otherwise, documents held for the minimum five-year retention period and which do not meet the library's individual collection development guidelines may also be discarded. Consider one of the following means of transfer prior to discarding:

- a) Offer to other libraries;
- b) Offer to private citizens, or;
- c) Donate as paper to recyclers or paper drives.

Depository libraries are not required to develop a disposal list or to seek approval for disposal from the Library of Michigan for items retained for five years or for duplicates, ephemeral, or superseded titles. However, depository libraries are encouraged to offer long runs of serials and unique or notable titles prior to disposal, to other depository libraries in the system and to the library community. Depository libraries are especially encouraged to contact the Library of Michigan if they plan to dispose of significant amounts of pre-1960 material, since these materials may be of use in closing gaps in the Library of Michigan's historical collection.

CLAIMS

Claiming (requesting copies of publications not received in a depository shipment) is an important part of the Michigan documents depository library responsibilities. Monitoring receipts and prompt claiming are necessary to keep titles up-to-date and to obtain important titles for the library's collection. Claiming is an activity that should be supervised by the Michigan documents coordinator.

Shipping List Verification

Shipping lists serve as packing slips and are used for verification of the items included in the shipment. The shipment should be opened as soon as it is received and items should be verified and checked-off on the shipping list. By comparing the shipping list with the documents received, the depository library will be able to determine whether claims for non-receipt should be made. A list of symbols and notes used to indicate the distribution status of individual titles on shipping lists appears in Appendix E.

If documents are identified as missing, titles must be claimed promptly, either through the Library of Michigan (depending upon the number of copies distributed) or requested from the issuing agency. Information on where to direct a claim to an agency is available from the Library of Michigan. All claims mailed to the Library of Michigan for non-receipt should be postmarked within 90 days (3 months) from receipt of the shipping list. The Library of Michigan maintains a 3-day response time for claims. Letters to request items from the issuing agency should be sent immediately.

When and Where to Claim

Check the shipping list to determine if a missing item was fully distributed, which indicates the Library of Michigan had sufficient copies of a document to distribute a copy to every depository. If the shipping list indicates the item was fully distributed (if there is no number or special note indicated on the shipping list) then the claim is sent to the Library of Michigan.

If a missing document was "shipped short", meaning the issuing agency provided the Library of Michigan with less than 65 copies, and if the shipping list does not indicate that limited copies are available (see Appendix E), then a letter requesting a complimentary copy can be sent directly to the issuing state agency. Contact the Library of Michigan documents staff for addresses and contact information. Letters should be sent promptly as state agencies may retain limited copies of their publications or may retain excess material for very brief periods.

If Claiming from the Library of Michigan

1. After identifying a document as missing, duplicate the shipping list and circle the missing item.
2. The Michigan documents coordinator must sign and date the claim.

3. Enclose a return address or mailing label and mail the claim to:

Library of Michigan
Technical Services Division
Michigan Documents Claims
P.O. Box 30007
717 W. Allegan St.
Lansing, MI 48909

4. Claims may also be faxed to the Library of Michigan at 517-373-9438. All faxes should include a cover sheet; address claims to Michigan Documents Claims instead of an individual staff member.
5. Responses should be received from the Library of Michigan within two weeks of submitting a claim. If a response is not received, resubmit the claim or request the title from the issuing agency.
6. Claim copies are held at the Library of Michigan for 90 days. Missing items may be requested from the issuing agency after 90 days.

If Requesting a Title from a State Agency

Library of Michigan documents staff will supply addresses and contact information for titles shipped short. Depositories should develop a letter that includes the title of the requested document and states the need to complete the library's Michigan depository collection. If the title was not supplied to the Library of Michigan in sufficient quantity to complete the depository distribution, include that information as well, as some state agencies routinely forward publication requests to the Library of Michigan. It is also helpful to include a pre-addressed mailing label. It is recommended that the library keep copies of all claims correspondence until a response is received. A sample letter follows in Part 2 of Appendix E.

RETENTION AND WEEDING POLICIES

Regular, non-permanent Michigan documents depository libraries are required to retain depository materials for five years from the date of receipt. The only exceptions to this retention requirement are duplicates, superseded titles, and ephemera. The requirements for the disposal of Michigan state documents received on deposit are specified in the Guidelines for Managing a Michigan Documents Depository Library section of the manual.

Michigan depository libraries are advised to include a section covering Michigan documents material in their written acquisitions and weeding/disposal policies, because the material requires special consideration beyond those used in evaluating general collections. Depository libraries may wish to duplicate the section on the disposal of Michigan documents from "Guidelines for Managing a Michigan Documents Depository Library." in their weeding policy to remind staff of the special nature of this material. As well, depository libraries may prefer to make disposal of

state documents solely the responsibility of the Michigan documents coordinator to ensure that material is not inappropriately discarded.

A useful tool in weeding Michigan Documents collections is the ‘Suggested Core List of Michigan State Documents’ which appears in Appendix F of this manual. The core list identifies useful titles of enduring value that are standard sources regardless of the size or information needs of a particular library.

Materials That May be Weeded

Ephemeral publications that are sent to depository libraries include announcements of various state government activities, dated posters or announcements of publications and are so noted on the shipping list. Ephemeral publications may be kept or discarded upon receipt by regular depository libraries, according to the individual library’s collection development policy.

Titles that are superseded may be withdrawn. Revised, reprinted or cumulated editions also fall into the superseded category. Each library must use its own discretion in deciding to retain or delete the earlier issuances or individual pieces.

Considerations For Weeded Documents

When weeding state documents, library staff should consider whether there are other possibilities in the institution for the material. A title that is low use in the circulating collection may have higher use in a local history collection. A pamphlet in a non-circulating reference collection may find new usefulness as a circulating item.

Also consider whether the material would be easily accessible if someone were to request it after it was discarded. There are five permanent depository libraries in the State of Michigan: The Library of Michigan, Detroit Public Library, Michigan State University, the University of Michigan and Wayne State University. If your patrons have easy access to one of these collections, not having it in your collection may not be a hardship. Keep in mind that the collections are concentrated in the lower half of the state, leaving many citizens of the state quite a distance from a permanent collection of Michigan material.

It is especially important that libraries far removed from one of the state's research institutions consider the availability of a given source through interlibrary loan before making a decision to dispose of the material. For instance, there is the possibility that the title under consideration for disposal may not circulate in libraries retaining it. Many libraries will not circulate legal resources and historical materials.

Libraries discarding Michigan documents are strongly urged to consider offering the material to other libraries. This is especially true for long runs of a title, older material, substantial collections from one agency, and titles with enduring value. The Library of Michigan welcomes the opportunity to review lists of material or to visit libraries considering weeding projects. Contact the Depository Librarian for more information or to arrange for a site visit.

MICHIGAN DOCUMENTS REFERENCE SOURCES

There are many ways to access the information contained in state document collections. The following is intended as a guide for reference staff in facilitating access to Michigan documents. Sources include those that cover historical material, those that index only Michigan materials, those that cover documents from all fifty states. What follows is a brief introduction to the sources most often available in Michigan libraries.

Historical Material

In 1921 the Michigan Historical Commission published *the Michigan Bibliography: A Partial Catalogue of Books, Maps, Manuscripts and Miscellaneous Materials Relating to the Resources, Development and History of Michigan From Earliest Times to July 1, 1917: Together with Citation of Libraries in Which the Materials May be Consulted, and a Complete Analytic Index by Subject and Author* by Floyd Benjamin Streeter. This two volume set, commonly known as "Streeter," is the cornerstone of Michigan bibliography and contains many government publications. Streeter is an important source for both identifying and locating historical Michigan material prior to 1917. A list of additional sources of historical Michigan material appears in Appendix G.

ANSWER (Library of Michigan Online Catalog)

The Library of Michigan online catalog, ANSWER, is available via the Internet at <http://35.9.2.51/search~S37> In addition to searching the catalog by author, title, Library of Congress subject headings, and classification number, the user can search by keywords. This means that by searching a combination of terms such as "Deer and Michigan" a user will find all of the records where both these words appear. Questions concerning the online public catalog may be referred to Public Services staff. ANSWER includes help screens to assist the user in research efforts and in search strategy.

ANSWER is highly useful for reference purposes, because it contains a high percentage of bibliographic records for most of the Michigan documents in the Library of Michigan's collection, and also lists other resources that are used at the Library of Michigan for finding documents. See Appendix B for background information on the material contained in ANSWER.

Michigan Documents Index

Prior to the inception of online catalogs, this index was the primary reference tool for access to Michigan documents. It also provides access to historical state documents. The Library of Michigan has published an index to Michigan government publications since 1952. From 1952 until 1978 the index was published in paper. In 1978 the format of *Michigan Documents* switched to microfiche. This format allowed for larger cumulations than were possible with paper publication. A set of nine fiche published in 1983 contained previously uncataloged documents from the early 1800's through 1965. A supplement to this back file consisting of three

fiche was published in 1984. In October of 1991 the publication returned to paper with annual cumulations. In 1995, paper publication of *Michigan Documents* again ceased, and the online service, located on the Internet at <http://tree.libofmich.lib.mi.us/>, begins in 1999. Source files are available and the annual printed cumulations will be resumed, as staff time and resources permit, beginning with annual cumulations for 1999 forward. A single cumulated issue will also be produced to cover the period 1995-1998.

1. *Michigan Documents*. Lansing: Michigan State Library, July 1952 - December 1978. (numbers 1 through 109)
2. *Michigan Documents*. (Microfiche) Lansing: Michigan Department of Education, State Library Services. (Numbers 109 through 157)
(unnumbered) 1966-1972 (10 fiche)
(unnumbered) 1973-1977 (10 fiche)
(unnumbered) 1978-1982 (11 fiche)
(number 145) 1983-1987 (10 fiche)
(number 149) 1988 (3 fiche)
(number 153) 1989 (4 fiche)
(number 155) January - September 1990
(number 156) October 1990 - March, 1991
(number 157) January - June 1991
3. *Michigan Documents Backlog*. (Microfiche) Lansing: Michigan Department of Education, State Library Services. [1983] (Cumulative index of Michigan documents dated early 1800's to 1965.) (9 fiche)
4. *Michigan Documents Backlog*. Supplement (Microfiche) Lansing: Library of Michigan. 1984. (3 fiche)
5. *Michigan Documents*. Lansing: Library of Michigan, October 1991-. (vol. 1, no. 1-)

General Sources for State Publications

Monthly Checklist of State Publications

The Library of Congress published the *Monthly Checklist of State Publications* from 1910 through 1994. The *Checklist* was a comprehensive list of publications received by the Library of Congress from all states. Michigan documents depository shipments to the Library of Congress are the predominate source for Michigan document listings in this publication. The Library of Congress also receives some state documents via mailing lists maintained by state agencies. The presence of a Library of Congress card number in an entry means that the document has been included in the permanent collection of the Library of Congress, and testifies to its enduring value. The December issue of the *Checklist* contains entries for periodicals.

Public Affairs Information Service

The Public Affairs Information Service (PAIS) is a general index to periodical articles, books, publications of associations, and state, local, and federal governments.

Statistical Reference Index (SRI)

Congressional Information Service issues a several publications that index statistical information. One is the *Statistical Reference Index* (SRI). The Congressional Information Service reviews publications from associations, professional organizations, research institutions, commercial publishers, universities and state government agencies for inclusion in *SRI*. While Michigan state publications make up a very small percentage of the material indexed in this tool, it is a good way of finding the statistical data published by our state government. *SRI* is very strong for finding statistics on education, regulated businesses and financial institutions, employment, public assistance, crime and corrections, and agriculture. *SRI* is a very expensive index and is usually only found in larger public and research libraries.

Browsing Your Collection

Often it can be very productive simply to search the documents stacks in order to find what is needed. If an independent Michigan documents collection is maintained, it is often quite small and easily browsed. If the Library of Congress classification system is used in an independent documents collection but not by the remainder of the library, it may be helpful to keep a copy of the *Library of Congress Classification Outline*, available from the Library of Congress, on hand to assist in browsing by subject classification.

Other Sources of Information

Keeping up with state news is a good way to become aware of important new documents. Newspaper articles and television and radio broadcasts often refer to government publications. However, these sources are notorious for not providing sufficient information for identifying the material referenced. Library of Michigan staff can assist in locating these types of material.

Acquiring Additional Copies

When you are interested in acquiring a state document, the best source is usually the issuing agency. *The Michigan Manual* is issued biennially (and also on the Internet at <http://www.michiganlegislature.org>) and is useful in locating addresses of state departments and agencies. *The State of Michigan Telephone Directory* is updated annually and can also be used to contact the issuing agency. Often the agency will be willing to provide a single free copy of the document requested.

The Publications Office of the Michigan Department of Management and Budget sells many of the most important Michigan documents. For more information on the services of this office refer to the "Distribution to Depository Libraries" section in this manual.

Contacting the offices of a library's state representative or senator in Lansing is also a possible route to obtaining documents. If these officials have local offices, visit or write the staff there as well. Local offices of other state agencies may also prove to be a source for material.

APPENDIX A:

Public Acts Pertaining to the Michigan Documents Depository Library Program

(sections specific to the Michigan Document Depository Program are **highlighted**)

Act 540 of 1982

AN ACT to create the library of Michigan; to create a board of trustees for the library; to establish the qualifications of the state librarian; to provide the powers and duties of the board of trustees, the legislative council, the director of the legislative service bureau, the state librarian, and certain state officials and agencies; and to repeal certain acts and parts of acts

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983. Act 114, Imd. Eff. July 12, 1983.

The People of the State of Michigan enact::

397.11 Short title.

Sec. 1. This act shall be known and may be cited as the "library of Michigan act".

History: 1982, Act 540, Eff. Mar. 30, 1983.

397.12 Definitions.

Sec. 2. As used in this act:

- (a) "Board" means the board of trustees of the library created in section 4.
- (b) "Council" means the legislative council established under section 15 of article IV of the state constitution of 1963.
- (c) "Director" means the director of the legislative service bureau.
- (d) "Library" means the library of Michigan.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983. Act 114, Imd. Eff. July 12, 1983.

397.13 Library of Michigan; creation within legislative council

Sec. 3. The library of Michigan is created within the legislative council.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983. Act 114, Imd. Eff. July 12, 1983.

397.14 Library board of trustees; creation; duties; meetings; membership; terms; rules election of chairperson and vice- chairperson; expenses; state librarian as secretary of board.

Sec. 4. (1) A board of trustees of the library is created within the legislative branch of state government. The board shall make budget recommendations to the council to be submitted to the house and senate appropriations committees as part of the total budget recommendations for the legislative council, and shall make recommendations to the council on the following matters:

- (a) The services the library shall provide.
 - (b) The manner in which the services shall be provided.
 - (c) Other matters of general police concerning the library.
- (2) The board shall meet not less than 3 times per year, including a meeting to be held in January of each year. The board shall meet also at the call of the chairperson of the board.
- (3) The board shall consist of the following:
- (a) Four legislators appointed by the council, 1 from the majority party and 1 from the minority party in each house.
 - (b) A representative of the Michigan library association to be appointed by the governor from a list of 3 persons nominated by the Michigan library association.
 - (c) Two members of the general public who represent users of the state library to be appointed by the governor.
 - (d) One member who is a librarian from a college or university library to be appointed by the governor.
 - (e) One member who is a librarian from a public or private K to 12 system to be appointed by the governor.
 - (f) Two members who are librarians from public libraries to be appointed by the governor.
 - (g) One member who is a librarian from a special library to be appointed by the governor.
 - (h) One member who is a librarian from a state agency library to be appointed by the governor.
 - (i) The chief justice of the supreme court or a designee of the supreme court.
 - (j) The director of the legislative service bureau.
- (4) Members appointed to the board by the council shall hold office for a term of 2 years to coincide with the terms of office of state representatives. Members appointed to the board by the governor shall hold office for a term of 3 years except that of the members first appointed, 3 shall be appointed for 3 years, 3 for years, and 3 for 1 year.
- (5) The board shall prescribe rules from its own procedure. Annually, the board shall elect from its membership a chairperson and vice-chairperson. Members shall serve without compensation but shall be entitled to reasonable and necessary expenses incurred in the discharge of their duties.
- (6) The state librarian shall serve as secretary of the board.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983. Act 114, Imd. Eff. July 12, 1983. -- Am. 1986, Act 98, Imd. Eff. May 14, 1986.

397.15 Appointment of state librarian.

Sec. 5. The council, in consultation with the board, shall appoint a state librarian who shall serve at the pleasure of the council.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983. Act 114, Imd. Eff. July 12, 1983.

Cited in other sections: Section 397.15 is cited in §397.172

397.16 State librarian; duties; coordination of library activities; qualifications of state librarian and assistant state librarian.

Sec. 6. (1) The state librarian shall have care and charge of the library, the administrative functions of the library, and all budgeting functions of the library. The director and state librarian shall coordinate the activities of the library with the legislative council.

(2) The state librarian shall be a graduate with a master's degree in library science and shall have not less than 4 years' experience in library work in an administrative capacity. Each assistant state librarian shall be a graduate with a master's degree in library science.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983, Act 114, Imd. Eff. July 12, 1983.

397.17 Employment of assistants and other employees.

Sec. 7. The council, after consultation with the board, may permit the state librarian to employ other administrative and general assistants and employees as are necessary for the care and management of the library, including the law library branch of the library. Employment shall be offered first to those persons who are employed by the state library on March 30, 1983. No library employee shall convert for personal or partisan use, unrelated to library business, and supplies, services, facilities or staff provided by the state of Michigan. Nor may a library employee be required to work during paid or unpaid time to affect the result of an election.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983, Act 114, Imd. Eff. July 12, 1983.

397.18 Property of library.

Sec. 8. The library shall succeed to the furnishings, building space, records, files, books, documents, and all other property in the possession of the state library on the effective date of this act.

History: 1982, Act 540, Eff. Mar. 30, 1983.

397.19 Library as depository for public documents; exemptions.

Sec. 9. (1) The library shall serve as a depository for each public document issued by a state official, department, board, commission, or agency. Not less than 75 copies of each document or 1 copy in the proper format as determined by the state librarian which is not issued solely for the use of a state official, department, board, commission, or agency shall be furnished to the library. Additional copies of those documents shall be supplied upon the request of the state librarian.

(2) A publication of a school, college, division, or department of a state supported college or university is exempt from the depository requirements of subsection (1), except that 2 copies of each publication shall be deposited in the library.

(3) A publication of a state supported college or university press, directive for internal administration, an intraoffice or interoffice memorandum, a state form, or

other correspondence is exempt from the depository requirements of subsection (1).

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983.

397.20 Duties of library.

Sec. 10. (1) The library shall maintain a complete collection of the public documents deposited under section 9 as a permanent reference file. The library is charged primarily with providing reference services to the legislative branch of state government and, in addition, shall provide those services to the executive and judicial branches of state government and the general public. The law library branch is charged primarily with providing reference services to the legislative, executive and judicial branches of state government.

(2) The library shall deposit copies of each public document deposited under section 9 in each designated depository library. The depository libraries shall be designated by the state librarian. The state librarian shall designate only those libraries which will keep the documents readily accessible for use and which will render assistance for the use of the documents without charge.

(3) The library also shall:

(a) Send 1 copy of each public document deposited under section 9 to the library of congress.

(b) Prepare and issue quarterly, a complete list of public documents deposited under section 9 during the immediately preceding quarter. The lists shall be cumulated and printed at the end of each calendar year. A copy shall be distributed by the library to state departments, legislators, and to public and college libraries within the state.

(c) Establish a document exchange system with agencies in other states to make available selected documents published by other states for use by the people of this state.

(d) Exchange the judicial decisions, statutes, journals, legislative and executive documents of this state, and other books placed in the care of the library for the purpose of exchange with the libraries of other states, the government of the United States, foreign countries, and societies and institutions.

(e) Sell or exchange duplicate volumes or sets of works not needed for use in the library and apply the proceeds to the purchase of other books for the library.

(f) Further, by all appropriate means, the development of effective, statewide school library services.

(g) Encourage contractual and cooperative arrangements between and among all kinds of libraries for the improvement of library services to the people of this state.

(h) Coordinate the library's library services with the library services of all kinds of libraries.

(i) Collect, preserve, and publish appropriate statistics on all kinds of libraries in the state.

(j) Conduct research and publish the results for the benefit of all kinds of libraries and the library services to the people of the state.

(k) Provide all services which the state library was authorized to provide immediately preceding the effective date of this act.

(l) Under the authority granted by law, promote and advance library science in this state.

History: 1982, Act 540, Eff. Mar. 30, 1983. -- Am. 1983, Act 114, Imd. Eff. July 12, 1983.

397.21 Annual report of state librarian.

Sec. 11. The state librarian shall report annually to the council and to the legislature on the operations of the library and on the progress made in automating the operations of the library.

History: 1982, Act 540, Eff. Mar. 30, 1983.

397.22 Repeal of §§397.51 to 397.59, 397.1 to 397.8, and 16.409.

Sec. 12. The following acts or parts of acts are repealed:

(a) Act No. 28 of the Public Acts of 1895, being sections 397.51 to 397.59 of the Compiled Laws of 1970.

(b) Act No. 106 of the Public Acts of 1937, being sections 397.1 to 397.8 of the Compiled Laws of 1970.

(c) Section 309 of Act No. 380 of the Public Acts of 1965, being section 16.409 of the Compiled Laws of 1970.

History: 1982, Act 540, Eff. Mar. 30, 1983.

397.23 Repealed. 1986, Act 98, Imd. Eff. May 14, 1986.

Compiler's note: the repealed section read: "Effective October 1, 1986, this acts is repealed."

397.24 Conditional effective date.

Sec. 14. This act shall not take effect unless Senate Bill No. 201 of the 81st Legislature is enacted into law.

History: 1982, Act 540, Eff. Mar. 30, 1983.

Compiler's note: Senate Bill No. 201, referred to in this section, was approved by the Governor on January 17, 1983, and became P.A. 1982, No. 541, Eff. Mar. 30, 1983.

Act 62 of 2001

AN ACT to amend 1982 PA 540, entitled "An act to create the library of Michigan; to create a board of trustees for the library; to establish the qualifications of the state librarian; to provide the powers and duties of the board of trustees, the legislative council, the council administrator, the director of the legislative service bureau, the state librarian, and certain state officials and agencies; and to repeal acts and parts of acts," by amending the title and sections 2, 3, 4, 5, 6, 7, 10, and 11 (MCL 397.12, 397.13, 397.14, 397.15, 397.16, 397.17, 397.20, and 397.21), the title and sections 2, 4, and 6 as amended by 1995 PA 190 and sections 3, 5, 7, and 10 as amended by 1983 PA 114, and by adding sections 10a and 12.

The People of the State of Michigan enact:

An act to create the library of Michigan; to create a board of trustees for the library; to establish the qualifications of the state librarian; to provide the powers and duties of the board of trustees, the department of history, arts, and libraries, the state librarian, and certain state officials and agencies; and to repeal acts and parts of acts.

Sec. 2. As used in this act:

- (a) "Board" means the board of trustees of the library created in section 4.
- (b) "Department" means the department of history, arts, and libraries.
- (c) "Library" means the library of Michigan.
- (d) "Rule" means a rule promulgated pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

Sec. 3. The library of Michigan is created within the department.

Sec. 4. (1) A board of trustees of the library is created within the department. The board shall make recommendations to the department on the following matters:

- (a) The services the library shall provide.
 - (b) The manner in which the services shall be provided.
 - (c) Other matters of general policy concerning the library.
 - (d) The budget for the library.
 - (e) Proposed rules governing operations of the library.
- (2) The board shall meet not less than 3 times per year, including a meeting to be held in January of each year. The board shall meet also at the call of the chairperson of the board.
- (3) The board shall consist of the following:
- (a) One member appointed by the speaker of the house of representatives.
 - (b) One member appointed by the house of representatives minority leader.

- (c) One member appointed by the senate majority leader.
 - (d) One member appointed by the senate minority leader.
 - (e) The director of the department or his or her designee.
 - (f) A representative of the Michigan library association, appointed by the governor from a list of 3 persons nominated by the Michigan library association.
 - (g) Two members of the general public who represent users of the state library, appointed by the governor.
 - (h) One member who is a librarian from a college or university library, appointed by the governor.
 - (i) One member who is a librarian from a public or private K to 12 system, appointed by the governor.
 - (j) One member who is a librarian from a public library, appointed by the governor.
 - (k) One member who is a librarian from a special library, appointed by the governor.
 - (l) The chief justice of the supreme court or his or her designee.
- (4) A member of the board appointed under subsection (3)(a) to (d) shall hold office for a term of 2 years to coincide with the term of office of state representative. Members appointed to the board by the governor under subsection (3) shall hold office for a term of 3 years except that of the members first appointed, 3 shall be appointed for 3 years, 2 for 2 years, and 2 for 1 year.
- (5) The board shall prescribe rules for its own procedure. Annually, the board shall elect from its membership a chairperson and vice-chairperson. Members shall serve without compensation but shall be entitled to reasonable and necessary expenses incurred in the discharge of their duties.
- (6) The state librarian shall serve as secretary of the board.

Sec. 5. The governor, in consultation with the board and with the advice and consent of the senate, shall appoint a state librarian who shall serve at the pleasure of the governor.

Sec. 6. (1) The state librarian shall have care and charge of the library and the administrative functions of the library. The director of the department and the state librarian shall coordinate the activities of the library with the department.

(2) The state librarian shall be a graduate with a master's degree in library science and shall have not less than 4 years' experience in library work in an administrative capacity. Each assistant state librarian shall be a graduate with a master's degree in library science.

Sec. 7. (1) The department, after consultation with the board, may permit the state librarian to employ other administrative and general assistants and employees as are necessary for the care and management of the library, including the law library branch of the library. Employment shall be offered first to those persons who are employed by the state library on March 30, 1983. No library employee shall convert for personal or partisan use, unrelated to library business, any

supplies, services, facilities or staff provided by the state. Nor may a library employee be required to work during paid or unpaid time to affect the result of an election.

(2) Subject to subsection (3), employees of the library on the effective date of the amendatory act that added this subsection shall be transferred to the department in accordance with the department of civil service rules and shall be assumed into the classified service.

(3) The transfer of employees under subsection (2) shall not include 9 employees from the Michigan library and historical center operations and 3 employees from the library's computer website staff operations. Employees who are not transferred under this subsection shall remain employees of the legislative council.

Sec. 10. (1) The library shall maintain a complete collection of the public documents deposited under section 9 as a permanent reference file. The library is charged primarily with providing reference services to the legislative branch of state government and, in addition, shall provide those services to the executive and judicial branches of state government and the general public. The law library branch is charged primarily with providing reference services to the legislative, executive, and judicial branches of state government. Upon request of a member of the legislature, the library shall provide in a timely manner to that individual copies of any information, documents, or other data, including the Michigan compiled laws, that are generated or produced by the legislature or legislative council agencies and all other information, documents, or other data that are in the possession of the library.

(2) The library shall deposit copies of each public document deposited under section 9 in each designated depository library. The depository libraries shall be designated by the state librarian. The state librarian shall designate only those libraries which will keep the documents readily accessible for use and which will render assistance for the use of the documents without charge.

(3) The library also shall do all of the following:

(a) Send 1 copy of each public document deposited under section 9 to the library of congress.

(b) Prepare and issue quarterly, a complete list of public documents deposited under section 9 during the immediately preceding quarter. The lists shall be cumulated and printed at the end of each calendar year. A copy shall be distributed by the library to state departments, legislators, and to public and college libraries within the state.

(c) Establish a document exchange system with agencies in other states to make available selected documents published by other states for use by the people of this state.

(d) Exchange the judicial decisions, statutes, journals, legislative and executive documents of this state, and other books placed in the care of the library for the purpose of exchange with the libraries of other states, the government of the United States, foreign countries, and societies and institutions.

(e) Sell or exchange duplicate volumes or sets of works not needed for use in the library and apply the proceeds to the purchase of other books for the library.

- (f) Further, by all appropriate means, the development of effective, statewide school library services.
 - (g) Encourage contractual and cooperative arrangements between and among all kinds of libraries for the improvement of library services to the people of this state.
 - (h) Coordinate the library's library services with the library services of all kinds of libraries.
 - (i) Collect, preserve, and publish appropriate statistics on all kinds of libraries in the state.
 - (j) Conduct research and publish the results for the benefit of all kinds of libraries and the library services to the people of the state.
 - (k) Provide all services which the state library was authorized to provide immediately preceding March 30, 1983.
 - (l) Under the authority granted by law, promote and advance library science in this state.
 - (m) Seek grants to extend or enhance library services.
- (4) The legislative council shall maintain a website containing information, documents, and other data generated by the legislature or legislative council agencies. On the effective date of the amendatory act that added this subsection, the library shall do both of the following:
- (a) Transfer ownership of all computer hardware and software directly or indirectly associated with the Michiganlegislature.org website to the legislative council.
 - (b) Transfer ownership of the internet domain name "Michiganlegislature.org" to the legislative council.
- (5) Upon request of the legislative council, the library shall provide to the legislative council copies of any information, documents, or other data, including the Michigan compiled laws database, generated or produced by the legislature or legislative council agencies that will assist the legislative council in carrying out its responsibilities under subsection (4).
- (6) On October 1, 2001, money appropriated for the fiscal year ending September 30, 2002, necessary for the operation of the Michiganlegislature.org website and to fund the positions that are retained by the legislative council in section 7(3) shall be transferred to the legislative council.

Sec. 10a. The department, in consultation with the board, may promulgate rules related to the operations of the library.

Sec. 11. The state librarian shall report annually to the governor and to the legislature on the operations of the library and on the progress made in automating the operations of the library.

Sec. 12. Except for the money transferred in section 7 subsection (6), the appropriation for the fiscal year ending September 30, 2002 in Senate Bill No. 234 of the 91st Legislature to the library of Michigan is hereby transferred to the department of history, arts, and libraries for the fiscal year ending September 30, 2002, and shall be under the administrative control of the department of history, arts, and libraries subject to all the provisions of Senate Bill No. 234.

Enacting section 1. This amendatory act takes effect October 1, 2001.

Act No. 367 of 1976

AN ACT to amend the title and section 9 of Act No. 28 of the Public Acts of 1895, entitled "An act to provide for the management and control, and for the extension of the usefulness of the state library," being section 397.59 of the Compiled Laws of 1970; and to add sections 5 and 6.

The People of the State of Michigan enact:

Title and sections amended and added; state library.

Section 1. The title and section 9 of Act No. 28 of the Public Acts of 1895, being section 397.59 of the Compiled Laws of 1970, are amended and sections 5 and 6 are added to read as follows:

An act to provide for the management, control, and extension of the usefulness of the state library; to designate the state library as a depository for public documents; and to establish a document depository system.

397.55 State library designated as depository library for state documents; preservation and availability of public documents; permanent reference file; state document depository system. [M.S.A. 15.1545]

Sec. 5. (1) The state library is designated as the depository library for state documents to preserve the public documents of this state and to make those documents available for use by the people of this state.

(2) The state library shall maintain a complete collection of copies of public documents issued or published by the state as a permanent reference file.

(3) The state library shall establish a state document depository system by which copies of public documents issued or published by the state shall be deposited in designated depository libraries.

397.56 State library to be furnished 75 copies of each document; form; additional copies; exemptions. [M.S.A. 15.1546]

Sec. 6. (1) Each state official, state department, state board, state commission, and state agency which issues or publishes a public document shall furnish to the state library a minimum of 75 copies of each document issued in printed, mimeographed, or other duplicated form, which is not issued solely for use within the issuing agency. Additional copies of each public document shall be supplied upon the request of the state librarian.

(2) Publications of the various schools, colleges, divisions, and departments of the state universities and their regional campuses are exempt from the depository requirements of subsection (1), except that 2 copies of each publication shall be deposited in the state library.

(3) Publications of state university presses, directives for internal administration, intra-office and inter-office memoranda, forms, and correspondence are exempt from the depository requirements of this act.

397.59 Duties of state library as to public documents; sale or exchange of documents and books. [M.S.A. 15.1549]

Sec. 9. (1) The state library shall:

(a) Keep at least 1 copy of each public document issued or published by the state and received from a state agency as a permanent reference copy.

(b) Send 1 copy of each public document issued or published by the state and received from a state agency to the library of congress.

(c) Designate state university libraries and certain selected Michigan public, school, and college libraries in the geographical regions of the state as depository libraries to receive 1 copy of public documents issued or published by the state and received from a state agency. Selection of depository libraries shall be made by the state library and shall be based on a determination that the libraries selected will keep the documents readily accessible for use, and will render assistance for their use to the people of this state without charge.

(d) Prepare and issue quarterly, a complete list of public documents issued or published by the state during the immediately preceding quarter. The lists shall be cumulated and printed at the end of each calendar year. Copies shall be distributed by the state library to state departments, legislators, and to public and college libraries within the state.

(e) Establish a document exchange system with agencies in other states to make available selected documents published by other states for use by the people of this state.

(2) The state library may exchange the judicial decisions, statutes, journals, legislative and executive documents of Michigan, and other books placed in the care of the state library for the purpose of exchange, with the libraries of other states and the government of the United States, and of foreign countries, and with societies and institutions.

(3) The state library may sell or exchange duplicate volumes or sets of works not needed for use in the state library and apply the proceeds to the purchase of other books for the library.

This act is ordered to take immediate effect.

Approved December 23, 1976.

APPENDIX B:

Overview of Michigan Documents on ANSWER

The Library of Michigan has been involved in a number of retrospective conversion projects since 1987 to catalog and classify the Michigan documents collections and to include all records in its online catalog, ANSWER. All of these projects have proceeded on an agency-by-agency basis, including the current project to assigned Library of Congress classification numbers to all items. The table below indicates the agency-by-agency status of material in the Library of Michigan collections, and includes the following information: The former Michigan Documents classification stem (Mdoc class), status of cataloging included in ANSWER or if uncataloged material remains in the collection, indicators of which classification system is assigned to the material, and the date that agency was completed.

All current receipts are fully cataloged on ANSWER and in OCLC in the Library of Congress classification system.

Agency	Mdoc class designation	Bibliographic cataloging complete	Uncataloged material remains	Materials classed in Mdoc	Materials reclassified in LC	Date completed
Administration/Management & Budget	AD	yes	no	none	all	1998
Boundary Commission	BO	yes	no	none	all	1998
Consumers Council	CC	yes	no	none	all	1998
Court of Appeals	AP	yes	no	none	all	1998
Interagency Committee on Migrant Affairs	IM	yes	no	none	all	1998
Interagency Council for Recreation	I	yes	no	none	all	1998
Interagency Task Force on Historic Preservation	HP	yes	no	none	all	1998
Interagency Transportation Council	IT	yes	no	none	all	1998
Immigration	IM	yes	no	none	all	1998
Pomological Society	PO	yes	no	none	all	1998
Saint Mary's Falls Ship Canal	SA	yes	no	none	all	1998
State Horticultural Society	HC	yes	no	none	all	1998
War Preparedness Board	WP	yes	no	none	all	1998
Community Health	CH	yes	no	none	all	1999
Consumer & Industry Services	CS	yes	no	none	all	1999
Environmental Quality	EQ	yes	no	none	all	1999

Jobs Commission	J	yes	no	none	all	1999
Lottery	LO	yes	no	none	all	1999
Attorney General	AT	yes	no	none	all	2000
Civil Rights	CI	yes	no	none	all	2000
Civil War Centennial	CIW	yes	no	none	all	2000
Observation Commission						
Dairy & Food	D	yes	no	none	all	2000
Military Affairs	MI	yes	no	none	all	2000
Supreme Court	SU	yes	no	none	all	2000
Constitutional Convention	CO	yes	no	none	all	2001
Executive Office	GVEX	yes	no	none	all	2001
Governor	GV	yes	no	none	all	2001
Social Services	SC	yes	no	none	all	2001
Treasury	T	yes	no	none	all	2001
Agriculture	AG	no	yes	partial	partial	
Civil Service	CIS	no	yes	partial	partial	
Commerce	CM	no	yes	partial	partial	
Conservation/Natural Resources	CN	no	yes	partial	partial	
Corrections	CR	no	yes	partial	partial	
Education	E	no	yes	partial	partial	
Health/Public Health	H	no	yes	partial	partial	
Highways/Transportation	HW	no	yes	partial	partial	
Labor	L	no	yes	partial	partial	
Legislature	LG	no	no	partial	partial	
Licensing & Regulation	LR	no	yes	partial	partial	
Mental Health	MH	no	yes	partial	partial	
Planning Commission	PL	no	no	partial	partial	
State Police	P	no	yes	partial	partial	
State	ST	no	yes	partial	partial	

APPENDIX C:

Directory of Michigan Documents Depository Libraries

ANN ARBOR DISTRICT LIBRARY

343 South Fifth Avenue
Ann Arbor, MI 48104-2293
Steven Jensen
Email: jensen@aadl.org
734-327-8321
FAX: 734-327-8307
regular depository #24

BAY COUNTY LIBRARY SYSTEM

Bay City Branch Library
708 Center Avenue
Bay City, MI 48708-5989
Mary McManman
Email: mmcm@vlc.lib.mi.us
517-893-9566
FAX: 517-893-9799
regular depository #38

BAY DE NOC COMMUNITY COLLEGE

Learning Resource Center
2001 North Lincoln Road
Escanaba, MI 49828-2524
Christian Holmes
Email: holmes@baydenoc.cc.mi.us
906-786-5802, ext. 1229
FAX: 906-789-6912
regular depository #29

BAYLISS PUBLIC LIBRARY

541 Library Drive
Sault Ste. Marie, MI 49783-2147
Susan James
Email: sjames@uproc.lib.mi.us
906-632-9331
FAX: 906-635-0210
regular depository #31

BENTON HARBOR PUBLIC LIBRARY

213 East Wall Street
Benton Harbor, MI 49022-4499
Jill Rauh

Email: bhlibrary@yahoo.com
616-926-6139
FAX: 616-926-1674
regular depository #46

BRANCH DISTRICT LIBRARY SYSTEM

Central Library
10 East Chicago Street
Coldwater, MI 49036-1615
Barbara Riegel
Email: secretary@brnlibrary.org
517-278-2341
FAX: 517-279-7134
regular depository #46

CADILLAC-WEXFORD COUNTY PUBLIC LIBRARY

411 South Lake Street
P.O. Box 700
Cadillac, MI 49601-0700
Janice Adams
Email: adamsj@mml.lib.mi.us
231-775-6541
FAX: 231-775-1749
regular depository #25

CAPITAL AREA DISTRICT LIBRARY

Lansing Library and Information Center
Reference
401 South Capitol Avenue
Lansing, MI 48933-2037
Eunice Borrelli
Email: borrellie@cadl.org
517-325-6413
FAX: 517-367-6333
regular depository #37

CENTRAL MICHIGAN UNIVERSITY

Government Documents Service
226 Charles V. Park Library
Central Michigan University
300 West Preston Street
Mount Pleasant, MI 48859
David Shirley
Email: David.B.Shirley@cmich.edu
517-774-3414
FAX: 517-774-4499
regular depository #9

CHIPPEWA RIVER DISTRICT LIBRARY

301 South University Avenue
Mt. Pleasant, MI 48858-2524
Alice Jenicke
Email: ajenicke@vml.lib.mi.us
517-772-3488, ext.20
FAX: 517-772-3280
regular depository #27

CRAWFORD COUNTY LIBRARY

201 Plum St.
Grayling, MI 49738-1816
Edward Elsner
Email: edward_elsner@lycos.com
989-348-9214
FAX: 989-348-1288
regular depository #39

DEARBORN PUBLIC LIBRARY

Henry Ford Centennial Library
16301 Michigan Avenue
Dearborn, MI 48126-2792
Antonia Oakley, Librarian
Email: aoakley@ci.dearborn.mi.us
313-943-2813
FAX: 313-943-2853
regular depository #40

DETROIT PUBLIC LIBRARY

5201 Woodward Avenue
Detroit, MI 48202-4007
Paula Kaczmarek
Email: pkaczma@detroit.lib.mi.us
General email: govdoc@detroit.lib.mi.us
313-833-1025
FAX: 313-833-1056
permanent depository #5, regular depository #53, and legislative depository #1

DICKINSON COUNTY LIBRARY

401 Iron Mountain Street
Iron Mountain, MI 49801
Beth Walden
Email: beth@dcl-lib.org
906-774-1218
FAX: 906-774-4079
regular depository #23

EASTERN MICHIGAN UNIVERSITY

Learning Resources And Technologies

University Library, Room 203

West Circle Drive

Ypsilanti, MI 48197

Joe Badics

Email: lib_badics@online.emich.edu

734-487-0020, ext. 2054

FAX: 734-487-8861

regular depository #8

FERRIS STATE UNIVERSITY

Ferris Library for Information, Technology and Education

1201 South State Street

Big Rapids, MI 49307-2747

Ray Dickinson

Email: dickinsr@ferris.edu

231-591-3730

FAX: 231-591-2662

regular depository #33

FLINT PUBLIC LIBRARY

General Reference Department

1026 East Kearsley

Flint, MI 48502-1994

Angie Wesch

Email: aswesch@flint.lib.mi.us

810-232-7111

FAX: 810-249-2635

regular depository #19

GRAND RAPIDS PUBLIC LIBRARY

60 Library Plaza, N.E.

Grand Rapids, MI 49503-3093

Richard Vettese

Email: rvettese@grpl.org

616-456-4686

FAX: 616-456-3602

regular depository #17

GRAND VALLEY STATE UNIVERSITY

James H. Zumberge Library

1 Campus Drive

Allendale, MI 49401-9403

Michael Vetman

Email: vetmanm@gvsu.edu

616-895-2633

FAX: 616-895-2895
regular depository #32

HACKLEY PUBLIC LIBRARY

316 West Webster Avenue
Muskegon, MI 49440-1281
Jocelyn Shaw
Email: jshaw@hackleylibrary.org
231-722-7276 Ext. 241
FAX: 231-728-5567
regular depository #44

IOSCO-ARENAC DISTRICT LIBRARY

Robert J. Parks Library
6010 Skeel Street
Oscoda, MI 48750
Mark Ewing
Email: iadlrefs@alpena.cc.mi.us
517-739-4946
FAX: 517-739-9581
regular depository #51

IRONWOOD CARNEGIE LIBRARY

235 East Aurora Street
Ironwood, MI 49938
Gary White
Email: usmcpuller@hotmail.com
906-932-0203
FAX: 906-932-2447
regular depository #48

JACKSON DISTRICT LIBRARY

Carnegie Branch
244 West Michigan Avenue
Jackson, MI 49201-2275
Nancy Buckland
Email: bucklandna@jackson.lib.mi.us
517-788-4316
FAX: 517-782-8635
regular depository #45

KALAMAZOO PUBLIC LIBRARY

315 South Rose Street
Kalamazoo, MI 49007-5270
Joanna Lundberg
Email: joanna@kpl.gov
616-553-7838
FAX: 616-342-0414
regular depository #22

LIBRARY OF MICHIGAN

717 West Allegan Street

P.O. Box 30007

Lansing, MI 48909-7507

Ann Marie Sanders, Depository Librarian, Technical Services

Email: asanders@michigan.gov

517-373-9489

Kris Rzepczynski, Michigan Government Documents Coordinator, Public Services

Email: krzepczynski@michigan.gov

517-373-1300

General email: govdoc@michigan.gov

librarian@michigan.gov

FAX: 517-373-9438

permanent repository

MACOMB COUNTY LIBRARY

16480 Hall Road

Reference Services Division

Clinton Township, MI 48038-1132

Margaret DuMouchel

Email: dumouchm@libcoop.net

810-412-5984

FAX: 810-412-5958

regular depository #18

MASON COUNTY DISTRICT LIBRARY

217 East Ludington Avenue

Ludington, MI 49431

Robert Dickson

Email: rdickson@masoncounty.lib.mi.us

231-843-8465

FAX: 231-843-1491

regular depository #52

MENOMINEE COUNTY LIBRARY

5319 Railroad Street

Stephenson, MI 49887

Patricia Cheski

Email: cheskip@mid-pen.lib.mi.us

906-753-6923

FAX: 906-753-4678

regular depository #50

MICHIGAN STATE UNIVERSITY

Main Library-WG17

Government Documents

East Lansing, MI 48824-1048

Shawn Nicholson

Email: nicho147@mail.lib.msu.edu
517-432-1749
FAX: 517-432-3532
permanent depository #3

MICHIGAN TECHNOLOGICAL UNIVERSITY

J. Robert Van Pelt Library
1400 Townsend Drive
Houghton, MI 49931-1295
Thomas Swaner
Email: tswaner@mtu.edu
906-487-1837
FAX: 906-487-2357
regular depository #14

MONROE COUNTY LIBRARY SYSTEM

3700 South Custer Road
Monroe, MI 48161-9732
Margo Zieske
Email: mrsz@monroe.lib.mi.us
734-241-5277
FAX: 734-242-9037
regular depository #21

NORTHERN MICHIGAN UNIVERSITY

Lydia M. Olson Library
1401 Presque Isle Avenue
Marquette, MI 49855
Kevin McDonough
Email: kmcdonou@nmu.edu
906-227-2112
FAX: 906-227-1333
regular depository #7

NORTHLAND LIBRARY COOPERATIVE

316 East Chisholm Street
Alpena, MI 49707-2822
Christine Johnson
Email: nlceref@northland.lib.mi.us
517-356-1622
FAX: 517-354-3939
regular depository #28

NORTHWESTERN MICHIGAN COLLEGE

Mark and Helen Osterlin Library
1701 East Front Street
Traverse City, MI 49686-3061
Ann Swaney

Email: aswaney@nmc.edu
231-922-1065
FAX: 231-922-1056
regular depository #16

OAKLAND COMMUNITY COLLEGE, ORCHARD RIDGE CAMPUS

King Library
27055 Orchard Lake Road
Farmington Hills, MI 48334-4556
Ann Walaskay
Email: aawalask@occ.cc.mi.us
248-471-7594
FAX: 248-471-7739
regular depository #15

OAKLAND COUNTY RESEARCH LIBRARY

1200 North Telegraph
Department 453
Pontiac, MI 48341-0453
Betty L. Ramey, Library Supervisor
Email: bramey@tln.lib.mi.us
248-858-0738
FAX: 248-452-9145
regular depository #41

OAKLAND UNIVERSITY

Kresge Library
Reference Department
Rochester, MI 48309-4484
William Cramer
Email: wcramer@vela.acs.oakland.edu
248-370-2480
FAX: 248-370-2458
regular depository #13

OTSEGO COUNTY LIBRARY

700 S. Otsego Ave.
Gaylord, MI 49735-1723
Maureen Derenzy
Email: mderenzy@northland.lib.mi.us
517-732-5841
FAX: 517-732-9401
regular depository #49

PETER WHITE PUBLIC LIBRARY

217 N. Front Street
Marquette, MI 49855-4220
Susan Sandy

Email: sues@uproc.lib.mi.us
906-228-7434
FAX: 906-228-7315
regular depository #30

PUBLIC LIBRARIES OF SAGINAW

Hoyt Library
505 Janes Avenue
Saginaw, MI 48607-1285
Anna Mae Maday
Email: amm@vlc.lib.mi.us
517-755-9827
FAX: 517-755-9829
regular depository #20

ROYAL OAK PUBLIC LIBRARY

Reference Department
222 East Eleven Mile Road
P.O. Box 494
Royal Oak, MI 48068-0494
Pamela Gosik
Email: pgosik@tln.lib.mi.us
248-246-3700
FAX: 248-545-6220
regular depository #43

SAGINAW VALLEY STATE UNIVERSITY

Melvin J. Zahnow Library
7400 Bay Road
University Center, MI 48710-5325
Anita Dey
Email: adey@svsu.edu
517-790-5635
FAX: 517-790-4383
regular depository #34

ST. CLAIR COUNTY LIBRARY

210 McMorran Boulevard
Port Huron, MI 48060-4098
Stanley Arnett II
Email: sarnett@sccl.lib.mi.us
810-987-7323, ext.122
FAX: 810-987-7327
regular depository #26

SOUTHWESTERN MICHIGAN COLLEGE

Fred L. Mathews Library
58900 Cherry Grove Road

Dowagiac, MI 49047-9793
Sharon Tafunai
Email: sktafu@smc.cc.mi.us
616-782-1205
FAX: 616-782-9575
regular depository #35

UNIVERSITY OF DETROIT MERCY
MCNICHOLS CAMPUS LIBRARY

Reference
P.O. Box 19900
Detroit, MI 48219-0900
David Moody
Email: moodydw@udmercy.edu
313-993-1075
FAX: 313-993-1780
regular depository #12

UNIVERSITY OF MICHIGAN
DOCUMENTS CENTER

203 Hatcher Library North
Ann Arbor, MI 48109-1205
Grace York
Email: graceyor@umich.edu
734-764-0410
FAX: 734-764-0259
permanent depository #2

UNIVERSITY OF MICHIGAN LAW SCHOOL

Law Library - Legal Research Building
801 Monroe Street
Ann Arbor, MI 48109-1210
Kincaid Brown
Email: kcb@umich.edu
734-764-9324
FAX: 734-764-5863
regular depository #10 and legislative depository # 3

WARREN PUBLIC LIBRARY

Arthur J. Miller Branch Library
4700 East Thirteen Mile Road
Warren, MI 48092
Oksana Urban
Email: urbano@libcoop.net
810-751-5377
FAX: 810-751-5902
regular depository #36

WAYNE STATE UNIVERSITY

Purdy/Kresge Library
Research Support Center
Detroit, MI 48202-3939
Rhonda McGinnis
Email: aa4207@wayne.edu
313-577-8568
FAX: 313-577-3615
permanent depository #4

WESTERN MICHIGAN UNIVERSITY

Dwight B. Waldo Library
Government Documents And Maps
Kalamazoo, MI 49008
Michael McDonnell
Email: michael.mcdonnell@wmich.edu
616-387-5208
FAX: 616-387-5012
regular depository #6

WILLARD LIBRARY

7 West Van Buren Street
Battle Creek, MI 49017-3009
George Livingston
Email: glivings@willard.lib.mi.us
616-968-8166
FAX: 616-968-3284
regular depository #42

WILLIAM P. FAUST PUBLIC LIBRARY OF WESTLAND

6123 Central City Parkway
Westland, MI 48185-9118
Patricia Goonis
Email: pgoonis@tln.lib.mi.us
734-326-6123
FAX: 734-595-4180
regular depository #11

APPENDIX C PART 2: Order of Distribution of Depository Documents

Library of Michigan Collections (permanent repository)

Copy No.	Collection location
-------------	---------------------

- | | |
|----|------------------------|
| 1. | Official Collection |
| 2. | Circulating Collection |
| 3. | Circulating Collection |

Depository Libraries

Copy No.	Depository No.	Location of depository
-------------	-------------------	------------------------

- | | | |
|-----|------|---|
| 4. | (1) | Library of Congress |
| 5. | (2) | University of Michigan, Hatcher Graduate Library (permanent repository) |
| 6. | (3) | Michigan State University Libraries (permanent repository) |
| 7. | (4) | Wayne State University, Purdy-Kresge Library (permanent repository) |
| 8. | (5) | Detroit Public Library (permanent repository) |
| 9. | (6) | Western Michigan University, Dwight B. Waldo Library |
| 10. | (7) | Northern Michigan University, Lydia M. Olson Library |
| 11. | (8) | Eastern Michigan University |
| 12. | (9) | Central Michigan University, Charles V. Park Library |
| 13. | (10) | University of Michigan, School of Law Library |
| 14. | (11) | William P. Faust Public Library of Westland |
| 15. | (12) | University of Detroit-Mercy, McNichols Campus Library |
| 16. | (13) | Oakland University, Kresge Library |
| 17. | (14) | Michigan Technological University, Van Pelt Library |
| 18. | (15) | Oakland Community College, Orchard Ridge Campus |
| 19. | (16) | Northwestern Michigan College, Osterlin Library |
| 20. | (17) | Grand Rapids Public Library |
| 21. | (18) | Macomb County Library |
| 22. | (19) | Flint Public Library |
| 23. | (20) | Public Libraries of Saginaw, Hoyt Public Library |
| 24. | (21) | Monroe County Library System |
| 25. | (22) | Kalamazoo Public Library |
| 26. | (23) | Dickinson County Library |
| 27. | (24) | Ann Arbor District Library |
| 28. | (25) | Cadillac-Wexford County Public Library |
| 29. | (26) | St. Clair County District Library |

Depository Libraries, Continued

Copy No.	Depository No.	Location of depository
30.	(27)	Chippewa River District Library, Veterans Memorial Library
31.	(28)	Northland Library Cooperative
32.	(29)	Bay de Noc Community College, Learning Resources Center
33.	(30)	Peter White Library
34.	(31)	Bayliss Public Library
35.	(32)	Grand Valley State University, Zumberge Library
36.	(33)	Ferris State University Library for Information, Technology, & Education
37.	(34)	Saginaw Valley State University, Zahnow Library
38.	(35)	Southwestern Michigan College, Mathews Library
39.	(36)	Warren Public Library, Arthur J. Miller Branch
40.	(37)	Capital Area District Library, Lansing Library and Information Center
41.	(38)	Bay County Library System, Bay City Branch Library
42.	(39)	Crawford County Library
43.	(40)	Dearborn Public Library, Henry Ford Centennial Library
44.	(41)	Oakland County Research Library
45.	(42)	Willard Public Library
46.	(43)	Royal Oak Public Library
47.	(44)	Hackley Public Library
48.	(45)	Jackson District Library, Carnegie Branch
49.	(46)	Benton Harbor Public Library
50.	(47)	Branch District Library, Central Library
51.	(48)	Ironwood Carnegie Library
52.	(49)	Otsego County Library
53.	(50)	Menominee County Library
54.	(51)	Iosco Arenac District Library
55.	(52)	Mason County District Library
56.	(53)	Detroit Public Library (second copy)
57.	(54)	Illinois State Library
58.	(55)	State Library of Ohio
59.	(56)	Indiana State Library
60.	(57)	State Historical Society of Wisconsin

APPENDIX D: State Agencies' Websites

Agency/sub-agency name	URL	Branch
Agriculture	http://www.mda.state.mi.us/	Executive
Attorney Discipline Board	http://www.adbmich.org/	Judicial
Attorney General	http://www.ag.state.mi.us/	Executive
Attorney Grievance Comm.	http://www.supremecourt.state.mi.us/agc/index9.htm	Judicial
Auditor General	http://www.state.mi.us/audgen/	Legislative
Career Development	http://www.state.mi.us/career/	Executive
Civil Rights	http://www.mdcr.state.mi.us/	Executive
Civil Service	http://www.state.mi.us/mdcs/Index.html	Executive
Community Health	http://www.mdch.state.mi.us/	Executive
Consumer & Industry Services	http://www.commerce.state.mi.us	Executive
Corrections	http://www.state.mi.us/mdoc/	Executive
Court of Appeals	http://courtofappeals.mijud.net/	Judicial
Documents Room	http://www.milegislativecouncil.org/lrb/document_room.htm	Legislative
Economic Development Corp.	http://www.michigan.org/	Executive
Education	http://www.mde.state.mi.us/	Executive
Environmental Quality	http://www.deq.state.mi.us/	Executive
Executive Office	http://www.migov.state.mi.us/MichiganGovernor.htm	Executive
Family Independence Agency	http://www.mfia.state.mi.us/	Executive
Gaming Control Board	http://www.state.mi.us/mgcb/	Executive
House	http://www.house.state.mi.us/	Legislative
House Fiscal Agency	http://www.house.state.mi.us/hfa/index.html	Legislative
Legislative Council	http://www.milegislativecouncil.org/	Legislative
Legislative Service Bureau	http://www.milegislativecouncil.org/lrb/legislative_service_bureau.htm	Legislative
Library of Michigan	http://www.libraryofmichigan.org	Executive
Lottery	http://www.state.mi.us/msl/	Executive
Management & Budget	http://www.state.mi.us/dmb/	Executive
Michigan Legislature	http://www.michiganlegislature.org/	Legislative
Military & Veterans Affairs	http://www.michguard.com/index.html	Executive
Natural Resources	http://www.dnr.state.mi.us/	Executive
Office of Regulatory Reform	http://www.state.mi.us/orr/	Executive
Senate	http://www.senate.state.mi.us/	Legislative
Senate Fiscal Agency	http://www.senate.state.mi.us/sfa/	Legislative

State	http://www.sos.state.mi.us/	Executive
State Appellate Defender's Office	http://www.sado.org/	Judicial
State Police	http://www.msp.state.mi.us/	Executive
Supreme Court	http://www.supremecourt.state.mi.us/	Judicial
Transportation	http://www.mdot.state.mi.us/	Executive
Treasury	http://www.treasury.state.mi.us	Executive
11/26/01		

APPENDIX E:

Shipping List Symbols and Notes

Revised 12/20/01

Notes

Symbols

- If you did not receive this document, contact the Library of Michigan for source information.** A number indicating the total number of copies will precede this symbol. These documents were shipped short because the agency did not supply LM with enough copies to complete the distribution. At times, source information will be included on the shipping list, but generally you will need to contact LM to obtain the address and phone number of the agency in order to claim your copy.
- Ephemeral.** Materials coded with this symbol are ephemeral and may be kept or discarded upon receipt. Generally these documents will be posters and news releases.
- Not a Michigan Document, keep at will.** Occasionally LM receives copies of publications that are not actually Michigan Documents but which contain valuable and interesting information about Michigan. Depositories are not bound by their status to keep these publications; they are distributed as a courtesy only.
- Do not claim - per agency, claims copies exhausted.** This symbol indicates that LM has already attempted to obtain enough copies for a complete distribution but additional copies are unavailable and will remain unavailable in the foreseeable future.
- Do not claim as depository document - per LM/agency agreement, only limited copies are available for distribution.** Titles with this note were requested from the authoring agency, but not as depository copies. Documents will only be requested in quantities large enough to be distributed to the permanent depositories, or only to Library of Congress, based on their content. Audit reports and some judicial publications and manuals are examples of these documents.

@	Keep latest edition only. Early editions may be discarded. Titles annotated with this note are documents that are updated or revised on a frequent and/or irregular schedule such as brochures outlining state program, seasonal hunting and fishing guides, pamphlets and maps from state parks and recreation areas, etc. Older editions may be retained as desired.
!	This is a loose-leaf update to be filed into the main volume(s) according to accompanying instructions. Some documents are core volumes that are updated irregularly by loose-leaf supplements. These supplements will always be annotated on the shipping list to assure they are properly processed.
x	Limited Retention - retain this item for one year from the date of receipt. Due to the limited informational content, serial titles annotated with this symbol are exempted from the 5-year retention rule and may be discarded right away.
+	Per agency, issue is mis-numbered. Correct numbering/date is...
#	Previously shipped to depositories number ... in shipment number...
\$	Shipped separately by agency.
%	Shipped separately by LM due to size.
~	Use the following information to claim this title...
=	Please note...

APPENDIX E PART 2: State Agency Request Letter

July 1, 2000

Family Independence Agency
Grand Tower
235 S. Grand Avenue
P.O. Box 30037
Lansing, MI 48909

RE: Foster Care Case Management Report

To the Family Independence Agency:

The Michigan State University Libraries serve as a Michigan Documents Depository Library. The Library of Michigan, which administrates the depository program, has informed us that the above title was received from your agency in insufficient quantities for full depository distribution. If a complimentary copy is available, the University Libraries would appreciate receiving the above publication to keep our Michigan documents holdings complete.

Please send to:

Shawn W. Nicholson
State Documents and Social Sciences Librarian
Michigan State University
100 Library
East Lansing, MI 48824-1048

Thank you for your assistance,

Shawn Nicholson
State Documents and Social Sciences Librarian

APPENDIX F:

Suggested Core List of Michigan Documents

The government of the State of Michigan publishes a number of documents that are useful references and which are standard sources for any library in Michigan regardless of size. The following list contains some of the more important documents distributed through the Michigan Documents Depository Program. Please contact the Library of Michigan's Documents section for information on contacting the specific agencies.

Materials on the list come to depositories as part of the program and do not need to be actively searched out for the collection by new depositories. Items in bold are out of print, and new depositories may wish to search for these items in order to create a complete collection.

The list below is organized alphabetically by title with each entry containing the current call number and a full-text or index specific url if the item is available in electronic format. Asterisked (*) titles are ONLY available in electronic format.

Acts of the Legislature of the State of Michigan (Public & Local Acts)
KFM 4225 .A25

Ad Valorem Property Tax Levy Report
HJ 4229 .A37

Agriculture across Michigan
S 75 .A27
<http://www.nass.usda.gov/mi/aam/index.htm>

Analysis of Michigan Public School Revenues and Expenditures
LB 2826 .M5 A533
<http://www.state.mi.us/mde/reports/B1011/>

Annual Air Quality Report
TD 883.5 .M47 M53
<http://www.deq.state.mi.us/aqd/eval/amu/99airrpt.htm>

Annual Report, Michigan Civil Rights Commission
JC 599 .U52 M55

Annual Report, Michigan Dept. of Corrections
HV 7272 .A48
<http://www.state.mi.us/mdoc/publication/publication.html>

Annual Report, Michigan State Police
HV 7571 .M5 A32
<http://www.msp.state.mi.us/reports/reports.html>

Annual Report, Office of Financial and Insurance Services (Michigan Dept. of Consumer & Industry Services)
HG 8538 .M5 M535

Annual Report of the State Treasurer
HJ 11 .M5145
<http://www.treas.state.mi.us/toc.htm#forms>

Annual Work Force Report
JK 5860.5 .M5 M53
<HTTP://www.state.mi.us/mdcs/wrkfrce/index.html>

Appropriations Report, Senate Fiscal Agency
HJ 11 .M5428

Assessed Valuation, State Equalized Valuation, Assessment Level, and S.E.V. Multiplier (factor) for Separately Equalized Classifications
HJ 4121 .M5 A864

Assistance Payments Statistics
HV 86 .M536
<http://www.mfia.state.mi.us/Reports/AsstPay/payments.htm>

Biennial Report of the Adjutant General of the State of Michigan
UA 43 .M5

Biennial Report of the Attorney General of the State of Michigan
KFM 4627.5 .A8 M5

Citizens Guide to State Government
KFM 4621 .C5
<http://www.michiganlegislature.org/CitizensGuide.PDF>

Compensation Plan
JK 5857 .A3
HTTP://www.state.mi.us/mdcs/comp/comp00_01/contents.htm

Constitution of the State of Michigan of 1963
KFM 4601 1963.A35 1998

Constitutional Rights, Crime Victims Rights Act and Crime Prevention
KFM 4612 .V53 C662 1998

Consumer Protection Resource Guide
KFM 4430 .C66 1998

County Evolution in Michigan 1790-1897
JS 451 .M55 W44 1972

County Profiles*
HC 107 .M5 A1 [name of county]
<http://medc.michigan.org/miinfo/places/>

Court Employee Compensation Survey
KFM 4724.5 .C65z

Department of Transportation Map (Michigan highway map)
G 4110 1988 .O44

Directory of Hospitals, Nursing Care Facilities, Psychiatric Hospitals, Health Care Programs,
Rural Health Clinics (title varies)
RA 977 .D5
<http://www.commerce.state.mi.us/bhser/dar/home.htm>

Directory of Michigan Libraries
Z 732 .M6 M775
<http://www.libofmich.lib.mi.us/publications/libdir.html>

Directory of State-Administered Grant Dollars
HJ 505 .D57
<http://www.house.state.mi.us/hfa/other.html>

Economic Report of the Governor
HC 107 .M5 E26
<http://www.treas.state.mi.us/revedata/2000ERG.pdf>

Executive Budget for the Fiscal Year...
HJ 11 .M54
<http://www.state.mi.us/dmb/budget/>

Executive Directive
J 87 .M532

Executive Order
J 87 .M53
<http://www.migov.state.mi.us/gov/ExecutiveOrders/index.htm>

Final Status (Legislative Year) Regular Session
J 87 .M5d

For the People, By the People
JK 5816 .F67 1999

Journal of the House of Representatives of the state of Michigan
KFM 4218 .M5
http://www.michiganlegislature.org/isapi/nls_ax.dll/JNLSRCH

Journal of the Senate of the state of Michigan
KFM 4218 .M5
http://www.michiganlegislature.org/isapi/nls_ax.dll/JNLSRCH

Legislative Process in Michigan, a Student's Guide
JK 5871 .L45 1999

Michigan Administrative Code (1999)
KFM 4235 1999 .A2
<http://www.state.mi.us/orr/>

Michigan Agricultural Statistics
S 75 .M52
<http://www.mda.state.mi.us/mass/index.html>

Michigan child support formula manual
KFM 4304.8 .M53
<http://www.supremecourt.state.mi.us/programs/focb/formula01.pdf>

Michigan Compiled Laws
<http://www.michiganlegislature.org/law/>

Michigan Documents (checklist)*
Z 1223.5 .M5 M54
<http://tree.libofmich.lib.mi.us>

Michigan energy appraisal
HD 9502 .U53 M58
www.cis.state.mi.us/mpsc/reports/energy/current/

Michigan Guide to Business Information
HF 54.54.U5 M53 1997

Michigan Harbors Guide
HE 554.A5 M53

Michigan health statistics
RA 407.4 .M5 A32

Michigan history magazine
F 561 .M57

Michigan Legislative Handbook
JK 5830 .M555

Michigan Legislative Topics, Michigan Legislative Service Bureau
(Series, all titles individually cataloged)

Michigan Library Statistical Report
Z732 .M6 M783
<http://www.libofmich.lib.mi.us/publications/statistics.html>

Michigan Manual
JK 5830 .A32
<http://documents.michiganlegislature.org/manual/>

Michigan Postsecondary Admissions and Financial Assistance Handbook
LB 2351 .M45

Michigan Public Boat Launch Directory*
GV 835.2 .M5 M53
www.dnr.state.mi.us/pdfs/btaccess.pdf

Michigan Public School Districts Ranked by Selected Financial Data
LB 2328 .M5 M53
<http://www.state.mi.us/mde/reports/B1014/index.html>

Michigan Register
KFM 4236 .M53
<http://www.state.mi.us/orr/>

Michigan School Report*
L 163 .A44 M53
<http://www.mde.state.mi.us/reports/msr/>

Michigan Taxpayers Guide
KFM 4670 .Z9 M53

Michigan Traffic Crash Facts
HE 5614.3 .M4 M54
<http://www.ohsp.state.mi.us/pages/default.htm>

Michigan Transportation : facts and figures, air, land and water
HE 213 .M5 M5334
<http://www.mdot.state.mi.us/planning/facts.htm>

Michigan's Friend of the Court
KFM 4304.6 .M53 1996

Michigan's Labor Market News
HD 5725 .M5 A3

Michigan's Natural Resources and Environment, a Citizen's Guide
QH 541.262 .M5 M53 1999

Michigan's One Court of Justice
KFM 4271 .M582

Michigan's One Court of Justice...statistical supplement
KFM 4271 .M582 Friend of the Court
District Court
Circuit Court
Probate Court

Program Statistics, Family Independence Agency
HV 86 .M5363
<http://www.mfia.state.mi.us/Reports/ProgStatistics/progstats.htm>

Reproducible State Income Tax and Single Business Tax Forms
HJ 4655 .M5 R47

Research Briefs, Michigan Legislative Service Bureau
(Series, all titles individually cataloged)

Research Reports, Michigan Legislative Service Bureau
(Series, all titles individually cataloged)

Selected Reportable Diseases by Health Jurisdiction
RA 643.6 .M5 C37

Services for Seniors
HV 1468 .M5 S42

State of Michigan Comprehensive Annual Financial Report
HJ 11 .M5323
<http://www.state.mi.us/dmb/ofm/reports/reports.htm>

State of the State Address
JK 5851 .M5
<http://www.state.mi.us/migov/gov/Speeches/index.htm>

Statewide and Metropolitan Area Occupational Employment and Wage Estimates*
http://www.michlmi.org/web_nav/Wages/frame.htm

Statistical Report, Senate Fiscal Agency
HJ 11 .M5 M53

Telephone Directory (State of Michigan)
JK 5830 .M533

Uniform Crime Report for the State of Michigan
HV 7693 .M5 A33
<http://www.state.mi.us/msp/cjic/CrimeStat.htm>

Veterans Benefits and Services
UB 358 .M5 V48 1999

What Every Driver Must Know
TL 152.3 .W43
<http://www.sos.state.mi.us/pamphlet/wedmk/wedmk.pdf>

APPENDIX G:

Locating Pre-1952 Michigan Documents: A Bibliography

Michigan-specific sources

Michigan Historical Commission. *Michigan Bibliography*. Prepared by Floyd Benjamin Streeter. 2 vols. Lansing, Michigan: Historical Commission, 1921. "A partial catalogue of books, maps, manuscripts and miscellaneous materials relating to the resources, development and history of Michigan from earliest times to July 1, 1917; together with citation of libraries in which the materials may be consulted, and a complete analytical index by subject and author." Title page.

Michigan State Library. *Catalogue of the Michigan State Library, 1850-1890*. Lansing, Michigan, 1850-1890. Publisher varies. Biennial.

Michigan State Library. *Catalogue of the Michigan State Library Law Department*. Compiled by S. Arthur Tomlinson. Lansing, Michigan: R. Smith & Co., 1896.

Michigan State Library. *Catalogue of the Michigan State Library: United States, State Documents, Foreign Exchanges*. Lansing, Michigan: Robert Smith Printing Co., 1898. "The Documentary Catalogue of the Michigan State Library covers all publications of that class which have been received by the library from its organization in 1828 to June 1, 1898." Page 2.

Michigan State Library. *Report of the State Librarian of the State of Michigan, 1859/60-1934/36*. Lansing, Michigan, 1859- 1936. Publisher varies. Documents were listed from 1860 to 1916 in "Documents Received from the State of Michigan." Biennial.

Michigan Department of Education. State Library Services. *Michigan Documents Backlog*. (Microform) Lansing, Michigan [1983] Cumulative index of Michigan documents dated early 1800's to 1965. Supplement issued by the Library of Michigan, 1984.

McMurtrie, Douglas C. *Early Printing in Michigan, with a Bibliography of the Issues of the Michigan Press, 1796-1850*. Chicago: John Calhoun Club, 1931.

Works Project Administration. Michigan Historical Survey Project. Division of Community Service Programs. *Preliminary Check List of Michigan Imprints, 1796-1850*. Detroit: Michigan Historical Records Project Survey, 1942. (American Imprints Inventory, no. 52)

All States – general sources

Jenkins, William S., comp. *Collected Public Documents of the States, a Check List*. Boston: n.p., 1947. "Compiled by William S. Jenkins for the National Association of State Libraries." Title page.

Bowker, R. R., ed. *State Publications; a Provisional List of Official Publications of the Several States of the United States*. Part II: *North Central States* (1902). New York: The Publishers'

Weekly, 1899-1908.

Macdonald, Grace E., comp. *Check-list of Legislative Journals of States of the United States of America*. Providence: Oxford Press, 1938. "Compiled by Grace E. Macdonald for the Public Document Clearinghouse Committee of the National Association of State Libraries." Title page.

Jenkins, William S., comp. *Supplement Check List of Legislative Journals of the States of the United States of America*. Boston: n.p., 1943. "Compiled by William S. Jenkins for the National Association of State Libraries." Title page

Pullen, William R., comp. *A Check List of Legislative Journals Issued since 1947 by the States of the United States of America*. Chicago: American Library Association, 1955.

Macdonald, Grace E., comp. *Check-list of Session Laws* New York: H.W. Wilson Company, 1936. "Compiled by Grace E. Madonald for the Public Document Clearinghouse Committee of the National Association of State Libraries." Title page.

Macdonald, Grace E., comp. *Check-list of Statutes of States of the United States of America including Revisions, Compilations, Digests, Codes and Indexes*. Providence: Oxford Press, 1937. "Compiled by Grace E. Macdonald for the Public Document Clearing House Committee of the National Association of State Libraries." Title page.

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